

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: ACCOUNTING MANAGER	
DATE CLASS ESTABLISHED: 12/01/2002	DATE OF LAST REVISION: 09/01/2007
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$4,350 - \$5,437 GRADE: R

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree

EXPERIENCE: Must have five years of experience as a staff accountant, staff auditor or accounting supervisor

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: Experience as KRS staff accountant, KRS staff auditor, or KRS accounting supervisor will substitute for the required education on a year for year basis. Completion of any college classes toward specified declared major will be credited toward requirements.

EXPERIENCE: A master's degree in accounting or finance will substitute for one year of experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
None

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides overall management of retirement system financial records within branch such as member account statement information, agency cash flow needs, prepares audit plans and oversees accounting audits; manages accounting programs updates to ensure compliance with state and federal laws and application of Generally Accepted Accounting Principles; and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Supervises other employees within a branch in the Division of Accounting involved in maintaining member account information, general ledger and cash flow needs and performing agency audits. Manages KRS accounting programs to ensure cash flow efficiency in order to maximize earnings potential. Manages KRS audit programs to ensure safeguarding of KRS assets. Monitors and performs staff training. Makes recommendations to the Division Director regarding staffing needs, staff training needs, and computer program needs. Reviews and evaluates employees' performance and recommends personnel actions. Works with personnel and payroll officials of agencies reporting contributions to Kentucky Retirement Systems and resolves reporting compliance issues with agency officials. Drafts letters to agency officials and banking contact personnel. Works with depository and custodial bank to effect transfer of funds between the banks and KRS accounts. Reviews agency funds transfer documents for accuracy. Transmits agency check files and agency funds receipt files to the Department of Finance. Prepares statistical reports on workload and agency and member funds received. Reviews and recommends changes to administrative regulations governing reporting and benefit programs. Assigns staff to specific projects and audit programs. Uses PC and various other pieces of office equipment.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.